

**ACTION MINUTES
REGULAR MEETING
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES
JUNE 26, 2017 - 7:30 A.M.**

CALL TO ORDER President Mollno called the meeting to order at 7:30 A.M.

PLEDGE OF ALLEGIANCE

ROLL CALL **PRESENT:** Mollno, Boegh, Hsu, Swanson, Chien (arrived late) and Councilmember Ward

ABSENT: Trustee Hollingsworth (excused)

STAFF: Interim City Manager Cindy Collins, City Librarian McDermott and Analyst Taber

PUBLIC COMMENTS:

None.

PRESENTATIONS:

City Librarian McDermott introduced Boy Scout Andre Tsai and thanked him for his work refinishing half of the teak furniture in the patio as his Eagle Scout project. City Librarian McDermott also acknowledged Boy Scout Grant Spitzer for his contribution of refinishing the other half of the teak patio furniture as his Eagle Scout project. Mr. Spitzer could not be at the meeting this morning as he is traveling with his chorus group. Between the two scouts a total of two benches, four tables and sixteen chairs were refinished.

APPROVAL OF MINUTES:

Trustee Boegh made a motion to approve made a motion to approve the June 26, 2017 minutes, seconded by Trustee Hsu. The motion carried unanimously by the following vote: AYES: Trustees Mollno, Boegh, Hsu and Swanson NOES: None.

President Mollno stated that due to a lack of quorum resulting in a cancelled meeting in May, there were no minutes to approve for that month's meeting.

BOARD OF TRUSTEES REPORT:

1. President and Trustees Reports

- a. Passing of Trustee Alternative Stefan Dietrich

President Mollno made a public statement on behalf of the Board acknowledging the contributions to the Library made by fellow Trustee member Stefan Dietrich who passed away on May 22, 2017. The Board extends its condolences to Stef's family and friends.

b. Serving With a Purpose Report:

Trustee Mary Hsu provided a synopsis of the conference highlights which included how to conduct a successful fundraising campaign and engaging the community to volunteer for the library. Trustee Hsu purchased two books from the conference to serve as reference guides for the support groups and staff. The books were *The Good, The Great, and the Unfriendly – A Librarian's Guide to Working with Friends Groups* and *Even More Great Ideas for Libraries and Friends*. Both books were written by Sally Gardner Reed who spoke at the conference.

President Mollno inquired if changing the time the Board meets from 7:30 am to a later time might attract a younger segment of the population to serve on the Board.

Trustee Boegh stated that the time of the meeting had been discussed previously and it was felt that the parents in town were more inclined to volunteer for the schools with their available free time and that postponing the meeting time would not result in a calling to serve on the Library Board.

Also in attendance at the conference were City Librarian McDermott and Analyst Taber.

Analyst Taber related how one of the featured speakers, a Foundation Member from the Monrovia Public Library, spoke about the successful fundraising "Family Feud" event that they have hosted in recent years. The success of this event can be attributed to a former Crowell Library employee Edward Williams. Mr. Williams, who worked with Cindy Chan of our Foundation, used the knowledge and experience he gained here to help Monrovia in planning their event. Analyst Taber related that in the breakout session he attended was focused on Friends' groups and how to create engaging community programming. The successes he related on the Crowell's programming, USC Emeriti, author readings, time as well as the art gallery receptions really outweighed any of the programming ideas that were shared from the other Friend group representatives in the breakout sessions.

City Librarian McDermott attended the Directors breakout session and was interested by other libraries who follow up on patrons to who aren't using their cards to engage them. The Crowell Public Library traditionally has not taken an aggressive approach to attracting or engaging nonresident patron usage.

The Trustee Board inquired if the number of residents with cards (Approximately 9,000) out of the 13,000 total residents was a good percentage.

The Board stated they would like to see greater participation of the support groups at next year's conference.

Crain Art Gallery Committee Report:

Trustee Hsu reported that the new exhibit by Olivia Hernandez is being displayed. Trustee Hsu shared an email from Mayor Sun highlighting the visit by Ambassador Hu to the library and the donation/presentation of six books about his parents at the July 12 City Council meeting. Mayor Sun hopes members of the Board can attend this presentation at City Hall.

Interim City Manager Collins added that on Monday July 10th at 4 pm Ambassador Hu will be coming to tour the Crowell Library and it would be good to have Trustees attend this event as well.

Events to the end of the calendar year include:

- OLIVIA HERNANDEZ JUNE 24—AUG. 4 Oil and acrylic Plein Air paintings
- PEGGY CHANG AUG. 12—SEPT. 22 Traditional Chinese Brush Painting DEMO—DATE TBD
- PARKER PALENIK OCT. 6—NOV. 17 Nonrepresentational abstract wall sculptures and paintings on panel

CONTINUED BUSINESS:

1. Request for Proposal Results for RFID

City Librarian McDermott announced that interviews of the RFID applicants had been conducted by Trustee Eldon Swanson, Librarian Plumley, Analyst Taber and herself and after a healthy discussion a preferred vendor was selected. City Librarian McDermott stated that three criteria (product, price and service) for judging the products and services were taken in to consideration by the group. In the end the group selected MK solutions as the vendor of choice to move forward with and award bid. City Librarian McDermott turned the discussion over to Analyst Taber who reviewed the report that was presented to the Board.

Analyst Taber stated that in the area of product both companies were equal in the deliverables which were measured through a survey of thirty-six technical requirements for the RFID system. The next basis for selection was the price for the product, which gave MK Solutions the overall advantage coming in a little over \$11,000 less than the competing vendor Bibliotheca/3M. Those prices were based on the product without any

maintenance considerations. After including a five year maintenance plan, MK Solutions was approximately \$8,000 less than the competition. The final criteria for selection was service. While both companies provided onsite service with a local tech, only MK Solutions could remote in to provide upgrades to the system during non-business hours over the internet. This method proved to be more efficient for the end user and would reduce the reliance of IT services for the Library. During the review process, it became apparent to staff that an additional \$6,000 would be needed to cover the cost of installation. The \$6,000 would include \$4,000 in SIP servers (2) and IT support. The grand total including the installation costs would be \$58,854.10 to purchase and install the RFID system provided by MK Solutions. The Foundation has committed \$50,000 towards the project leaving a shortfall of approximately \$9,000. In the coming months, the City Librarian will seek additional funding our other support groups (Friends) before taking the request to the City Council to appropriate additional funds needed to complete the project. The process of gathering the additional funds will delay the project implementation from September 2017 as originally planned to January 2018. Analyst Taber concluded the report and invited questions from the board.

Trustee Boeghs inquired about the reference checks.

Analyst Taber reported that the reference checks were made on both companies and MK Solution's references came back favorably.

President Mollno inquired about the maintenance contract and whether or not the vendors had their own techs or contract the work out.

Analyst Taber reported that with both companies the service component was subcontracted out, which was standard practice in the manufacturing industry. During staff's reference checks included the vendor's ability to service the equipment.

Trustee Swanson made a motion to support staff's recommendation to award contract to MK Solutions including five year prepaid maintenance to the City Council and staff's request of additional funding from the City Council should the other support groups not fund the additional \$9,000 needed for the project, seconded by Trustee Boegh. The motion carried unanimously by the following vote: AYES: Trustees Chien, Mollno, Boegh, Hsu and Swanson NOES: None.

2. Collection Development Policy

City Librarian McDermott stated the library leadership team reviewed the Collection Development Policy as it is written and made some suggestions for changes. The main change is the decision to remove materials from the Library. As it is currently written items that are to be removed from the collection go before the Library Board of Trustees for approval. Staff recommends this review by the Board be removed.

President Mollno concurred with the recommendation but suggested if there was a censorship issue with an item that it still be presented to the Board for review.

Trustee Swanson requested the corrections be made to a draft in a cleaned up version and be represented at the next meeting. The version that was presented with handwritten corrections is difficult to read.

Trustee Boegh commended the City Librarian on the proposed changes as presented but agreed with Trustee Swanson stated about the presentation of a cleaned up draft at the next meeting.

President Mollno stated the mission statement should also be updated as the one currently used is outdated.

City Librarian McDermott stated as an aside to the collection discussion that the Library has decided to add to the collection President Mollno's history series on women.

3. FY 17-18 Draft Budget Update

Interim City Manager Collins reviewed the unfunded liability change as per the direction of the City Council. The Council directed staff at the June 14th City Council meeting to pay the minimum amount for unfunded liability in the upcoming FY. This payoff would be based on a thirty year term versus the more aggressive twenty year term that the City had been following. This change would affect the library in the personnel benefits section of the budget.

Analyst Taber addressed the one change that occurred at the June 26 City Council budget. That change occurred to our SLK IT (information technology) contract. The budget amount will have no increases to the current budget of \$50,000 annually.

Interim City Manager Collins added that no increases to the IT contract will occur in this FY Citywide as the City intends on going out to bid for a new contract.

NEW BUSINESS:

1. Announcement of Change of Officers

President Mollno stated at the July meeting we will have the election for President of the Board and our newly appointed officers will be sworn in.

2. Meeting to Select New Board Members

Councilmember Ward stated the announcement of new Board members will be made at this Friday's City Council meeting.

Interim City Manager Collins stated the City was working on an annual training program for all the Boards and Commissions, once a date has been announced staff will let you know.

President Mollno suggested the training occur after the summer months, when most of the community is back from vacations.

3. Cancel August Meeting

President Mollno stated it has been the regular course of action not to have an August meeting and called for a motion to cancel the regularly scheduled meeting.

Trustee Swanson made a motion to cancel the August 28, 2017 regularly scheduled meeting, seconded by Trustee Boegh. The motion carried unanimously by the following vote: AYES: Trustees Mollno, Chien, Boegh, Hsu and Swanson NOES: None.

DIRECTOR'S REPORT:

1. Financial Budget Report

Analyst Taber stated that the monitor report would cover April and May as we did not have a meeting in April to review the financials. At the May point of the fiscal year we should be at 92% spent. In personnel, we are 88% spent and in City funded expenditures we are 81% spent for a combined total of 86% spent. On the donation accounts, we are 58% spent on expenditures. In revenues, the Library has received 160% of the budget, exceeding budgeted expectations by 68% for the year. In donation revenues, the City has received 44% of the budgeted amount. Overall in revenues, the Library is coming in at 109% received for the year.

2. Friends Update

a. Minutes- April-May

City Librarian McDermott stated the Friends now have a book table set up in the library that feature some of their books, this table averages about \$600 a month in sales. The Friends also had a book sale recently that brought in \$500.

3. Foundation Update

a. Minutes- April-May

City Librarian McDermott stated the Foundation will not be having the Delicious Destinations event this year, but will be having a gala in January to celebrate the Libraries' tenth anniversary.

4. Operations

a. Parking Lot Closure

City Librarian McDermott referring to a map of the parking lot included in the packet reported the parking lot would be impacted for most of the summer during the demolition phase of the gym project. The teachers' parking lot is open for our patrons to park in during this period.

b. Library Closed on Sunday, June 19 due to a Power Outage

City Librarian McDermott reported that the library was closed Sunday June 19 due to a scheduled Southern California Edison power outage. We had a few issues to our HVAC system and our projector in the Barth room as a result of the outage.

LIBRARIAN'S REPORT

1. Statistics- April –May

City Librarian McDermott reported on the statistics for the months of April and May. Room rentals are down over the last two months, but the rooms are being booked with programming.

A number of Board members mentioned having received reports of difficulties working with the room rental staff from community members.

Interim City Manager Collins stated she would look into the issue with Rosa Pinuelas, the Recreation Manager.

2. Programming/Services

a. Summer Reading Club

City Librarian McDermott stated this year's theme is Reading By Design, to date we have already had 500 registered readers.

b. Fourth of July Wristband Sales

City Librarian McDermott reported that the Library was supporting the Recreation Department with the sale of Fourth of July wristbands. City Librarian McDermott

clarified that while library employees work on the sales they are paid out of the Recreation Department and have no impact on the Library personnel budget.

3. Technology/Marketing

- a. All Cassette Tapes Discarded
- b. Magazine Collection Organized

City Librarian McDermott reported that Carly has discarded all of the cassettes in the library and organized our magazine collection.

PUBLIC WRITINGS DISTRIBUTED

There were no public writings distributed.

PUBLIC COMMENTS

None.

ADJOURNMENT

The Library Board of Trustees meeting adjourned at 9:22 a.m. to the next regular meeting to be held on **MONDAY, June 24, 2017, at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.